

12 August 1953

The CIA Career Service Program (Tab F, page 19, 4i) states that "The eligibility of the individual for promotion shall not be prejudiced or overlooked by reason of his status as an individual being rotated," and refers to rotation (Tab F, page 17, 3a) as involving "...various kinds of duty and training..." It is assumed that Junior Officer Trainees are eligible for promotion while in the status of being trained. *J*The problem of the promotion of Junior Officer Trainees is unique in that they do not fall into the usual categories of the career service employee assigned to a given job in a given office. They are employed not primarily to produce substantively, but to be trained for eventual placement in an office of the Agency. Ordinarily, they will not make their careers in OTR. It is recognized that if they had been employed by other offices, they would have gone through substantive on-the-desk training (after BIC) while concurrently building up time in grade in the office in which they planned to make their career. It is desirable to establish promotion opportunities for Junior Officer Trainees equivalent to those for similar personnel in the substantive offices.

In the recruitment of Junior Officer Trainees for career service, considerable competition from business and industry must be overcome. The salaries offered by CIA to these highly qualified individuals are less than the average of those offered by business. Automatic promotions are offered new personnel in training by many organizations,

business firms, professions, and in the Armed Forces. It is considered good practice to assume that if a young trainee is good enough to be employed, he is to be granted increases in salary when his performance of his assigned learning duties is satisfactory to his supervisor. It would facilitate recruitment of Junior Officer Trainees to be able to announce a firm promotion policy for this group.

To meet the competition from business as well as from other offices of the Agency and to provide an approach to this problem consistent with the "rule of thumb" suggested by the Inspector General (Reference: Career Service Letter #1, 10 July 1953, page 3), it is recommended that the OTR Career Service Board adopt the policy of promoting automatically according to the attached schedule and on the recommendations of their on-the-job supervisors and the Chief, JOTD, all Junior Officer Trainees who satisfactorily perform their training assignments.

The following criteria for the first promotion of Junior Officer Trainees (a) provide opportunity to take advantage of ^a(the) twelve-month probationary period (of the excepted appointment), (b) conform to the suggestion for minimum time in grade stated by the Inspector General, (c) allow flexibility in dealing with degrees of difference in their training performances.

(1) A GS-5 becomes eligible for promotion to GS-7 after six months in grade. If he has performed his training assignments

with exceptional proficiency, he will be promoted at that time. If he has shown only average proficiency, he will be promoted at the end of seven months. If at the end of ten months in grade he has not earned promotion, he will be warned that his probationary employment will be terminated by OTR (but not necessarily by the Agency) on the day before the anniversary of his EOD. During this period the Trainee will be given a letter of availability for shopping himself to other offices.

(2) A GS-7 becomes eligible for promotion to GS-9 after six months in grade. If he has performed his training assignments with unusual proficiency and in the estimation of his supervisor shows exceptional promise for career service, he will be promoted at that time. If he has shown only average proficiency in his training assignments, he will be promoted at the end of nine months. If at the end of eleven months he has not earned promotion, he will be warned that his probationary employment by OTR will be terminated on the day before the anniversary of his EOD.

(3) A GS-9 may in rare instances be considered for promotion at the end of ~~six~~ months, but only when he has shown exceptional proficiency and promise and has had valuable and maturing experience before employment with the Agency. The normal minimum time in grade is nine months. If at the end of eleven months he has not shown proficiency and promise of a high order, he will be warned that his probationary employment will be terminated by OTR on the day before the anniversary of his EOD.

SECRET INFORMATION

ATTACHMENT

TABULATIONS OF RECOMMENDATIONS FOR JOT PROMOTIONS

	<u>GS-5-7</u>	<u>GS-7-9</u>	<u>GS-9-11</u>
Minimum time in grade to be eligible	6 mos.	6 mos.	6 mos.
Normal proficiency in training assignments	7 mos.	9 mos.	11 mos.
Maximum time in grade before warning and being shopped	10 mos.	11 mos.	11 mos.
Exceptional proficiency in training assignments and promise	6 mos.	6 mos.	9 mos.
Rare Cases: very special considerations	-	-	6 mos.

Note: Since the actual increase will not be reflected in the pay check for two pay periods, one month should be added to each figure as a practical measure of time in grade.

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PROBLEM: MAINTAINING CONTACT DURING CLEARANCE

The processes of identification of JOTs is a costly affair involving the efforts and time of experienced and relatively high-ranking Agency personnel. After selection has been made and action initiated, the problem of bringing successful candidates on board centers around keeping them interested in employment during the period of clearance. The number of declinations during this interval (with consequent loss of personnel as well as the expenditures involved) has caused concern. Of sixty-eight actions initiated since 1 January 1953 (including three from within the Agency), there have been nineteen declinations, most of them being from candidates who were interviewed early in the year.

While it seems that little can be done to speed up the actual processes of granting Top Secret Clearance, it is the opinion of this Office that improvements can be made as follows:

- a) processing the papers might be speeded up by
 - 1) reducing the number of steps in handling papers
 - 2) making previous checks that all papers are in order
 - 3) photostating the FHS for I&SO in Personnel (which could be done in one day) rather than sending them to [REDACTED] (which now takes about two weeks).

b) maintaining more personal contact with the candidates with the specific purpose of cementing cordial relations with them. These men and women are top notch individuals accustomed to being recognized as such and to being treated with some degree of consideration. Furthermore, they are good enough to have other employing agencies seek them out. This competition does not necessarily cease when we offer them employment conditioned on subsequent investigation and it should, therefore, be met with energy and initiative. At present a GS-4 is in charge of maintaining contacts; answering inquiries, cultivating the good will of these people, and even creating their increased interest in Agency employment. It is hoped that after the changes in the Office of Personnel have been effected an arrangement for more effective handling of our cases will be worked out.

A comprehensive study of the interval between requesting action and receiving notice of full clearance is now in process.

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